

Unit letter head

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MEMORANDUM FOR Director, Army Acquisition Career Management, US Army Acquisition Support Center, ATTN: 51C Proponent, 9900 Belvoir Road, Fort Belvoir, VA 22060.

Subject: Letter of recommendation for SSG William A. Jones, XXX-XX-XXXX

1. I, LTC Kevin Smith, Commander of the 505th Supply Battalion recommends, Staff Sergeant William A. Jones as a candidate for reclassification into MOS 51C. SSG Jones has been exemplary while assigned as the Operations Sergeant, Headquarters and Headquarter Company, 505th Supply Battalion, a company with 150 assigned personnel.
2. In my opinion SSG Jones has the education, discipline, dedication and drive to become an effective and promising Acquisition, Logistics and Technology Contracting NCO. SSG Jones has 24 semester credit hours (business hours) toward hi Associates degree and his organizational skills, leaderships and attention to detail are unparallel. He is the epitome of a NCO in my command.
3. SSG Jones meets the height and weight standards IAW 600-9, Soldier exhibits stability in personnel affairs IAW AR 600-20, Soldier meet Service Remaining Requirements of 36 months IAW AR 614 – 200, Soldier is deployable and without profile, Soldier has no derogatory information in OMPF and Soldier has an updated and signed Family Care Plan on file.
3. I strongly endorse SSG Jones as a candidate for MOS 51C. The Army, Soldiers and the Armed forces will greatly benefit from SSG Jones character, attitude and foresight.
4. Point of contact for this information is the undersigned at DSN 665-7898 or Commercial (512) 775-7898 or email Kevin.smith@us.army.mil

Kevin L. Smith
LTC, AV
Commanding

EXAMPLE